

License Print and Mail Form

What You Need To Know

Effective July 1, 2010, the Alabama Real Estate Commission is no longer printing and mailing licenses to real estate companies unless the Qualifying Broker of the company chooses to continue receiving licenses by mail.



As soon as renewal requirements are met (i.e., renewal fee paid and CE completed and reported), company licenses will be available for online printing by the Qualifying Broker or for mailing.

Qualifying Brokers must send a written request to the Commission in order to continue receiving licenses by mail. All requests to receive hard copies of licenses by mail must be in writing and include the company and Qualifying Broker name ; company license number; and the best contact phone number. Requests can be emailed, faxed, or mailed to the Alabama Real Estate Commission, Attention: Licensing Division. No telephone calls will be accepted to effect any change.

Should a Qualifying Broker choose to receive licenses by mail rather than printing them, the "License Print and Mail" option will remain in **effect until the Qualifying Broker sends a written request to the Commission** to discontinue receiving mailed hard copies.

Qualifying Brokers DO NOT need to notify the Commission to take advantage of the NEW license print option now available online.

LICENSES ISSUED PRIOR TO THIS FORM BEING RECEIVED WILL NOT BE PRINTED AND MAILED.

***Do not return the below form if you wish to take advantage of the license print option now being made available online.
Return only if you wish to continue receiving hard copies of licenses by mail.***

Company Name _____

Company License Number _____ Best Contact Phone Number (____) _____

I _____, Qualifying Broker for the above company, wish to continue
(Print Qualifying Broker's Name)

receiving mailed hard copies of licenses by mail.

Qualify Broker's Signature

Date